

## Capital Health and Safety Fund for State Agencies

### Application Instructions

These funds are intended to promote risk reduction by providing seed money for a focused effort at improving and institutionalizing safety efforts around a significant hazard for your workforce. Capital funding has been made available for the purchase of health and safety equipment, engineering controls, or physical facility improvements as part of this effort. Funding cannot be used for salaries, consultants, contractors, training, or the like.

The application requires four basic areas of information:

1. Secretariat/Agency name, and applicant contact identification.
2. A list of the equipment requested and the cost.
3. A justification of the need for this equipment.

Priority will be given to hazards generating significant fiscal losses and human impact through numerous workers compensation claims, and also to hazards with the potential to cause a fatality or life-altering injury to a worker. For this reason, the application asks for the number of incidents with this hazard and associated compensation costs for the previous fiscal year, or a description of the potential risk if there were no incidents last year.

4. An explanation of how the equipment will be part of an overall program for the hazard. Your agency's "match" to the funds granted for equipment will be to put a full program in place to ensure consistent and proper use of the purchased equipment. This would include, for example, written policies and procedures, employee training, and a method of accountability. A brief description of your agency's plans for these measures is requested on the application.

Since this is capital funding, it can only be used for tangible items such as:

- Health and safety equipment (e.g., mechanical lift devices, trench boxes, air monitors)
- Personal protective equipment (e.g., respirators, personal fall arrest systems)
- Engineering controls (e.g., ventilation, security cameras), or
- Physical facility improvements (e.g., guard rails).

There will be two separate deadlines for receipt of applications during FY 15, with application decisions announced one month after the application deadline. Each round of applications will be reviewed separately. If all funds are awarded during the first round, the subsequent round will not take place. Application deadlines occur on:

- December 1<sup>st</sup> 2014
- March 1<sup>st</sup> 2015

Acceptance of any funds indicates approval for a Department of Labor Standards (DLS) inspection within six (6) months of implementation or installation of grant funded items. The DLS inspection will verify presence of the items, proper use, training of staff, and implementation of any related programs.

Please submit your application to: Michael Flanagan, Department of Labor Standards, 19 Staniford Street, 2<sup>nd</sup> Floor, Boston, MA 02114; or michael.flanagan@massmail.state.ma.us.

If you would like further information on the grant or application process, or assistance in thinking through a risk reduction program for application, please contact Hilary Hackbart of the Department of Labor Standards at 617-626-6507 or hilary.hackbart@state.ma.us.